

TOWN OF WESTFORD NOTICE OF JOB OPENING

Position: Assistant Town Manager

Principle Duties and Responsibilities:

Position Summary:

Under the general direction of the Town Manager, the Assistant Town Manager performs highly responsible, professional and administrative work, while exercising considerable independent judgment relating to organization-wide municipal issues. Assists the Town Manager in administering town operations, including participating with interdepartmental teams on complex projects. Collects data, performs complex analyses, and makes accurate, professional, clearly written or articulated recommendations for municipal priorities, policies and procedures, programs and services, on a time-sensitive basis. Conducts high quality interactions with citizens, general public, town staff and volunteer and elected town officials.

The Assistant Town Manager is responsible for carrying out a wide range of research and representational activities requiring good judgment, analytical ability, diplomacy and confidentiality. Position requires a high degree of professionalism and extensive administration abilities, and extensive knowledge of the principles, methods and delivery of municipal administration. Errors in judgment could be costly and difficult to detect and could have an adverse impact on the Town, cause poor public relations, and have serious legal repercussions and financial ramifications.

Principal Responsibilities:

1. Assists the Town Manager in coordination of town-wide operations and coordination of all town departments.
2. Assists the Town Manager with the review, production of, and final submittal of town budgets.
3. Assists the Town Manager with collective bargaining, including contract negotiation preparation, strategy, bargaining sessions, labor relations, mediations, grievances, arbitrations, including, production of documents, record keeping, and administration.
4. Develops and implements town-wide safety programs.
5. Collects information to conduct organizational, administrative, fiscal and other studies. Analyzes information and makes recommendations. Assists the Town Manager in the development of programs, policies and procedures.
6. Responds to citizen inquiries made to the Town Manager's office in a professional, productive manner, always exhibiting excellent customer service.
7. Coordinates activities with other departments, outside agencies and organizations.
8. Manages and advances long term projects and initiatives, keeping the Town Manager apprised of relevant updates.
9. Serves as the Town's energy efficiency coordinator and coordinates the administration of energy projects to maintain Westford's Green Community designation through the Department of Energy Resources. Oversees energy procurement and manages the power purchase agreements for bulk energy and solar net metering credits.
10. Assists with the selection, training, motivation, and morale of town personnel.
11. Meets and corresponds with various citizens, state and local officials, professionals, business and other groups and individuals to answer questions and facilitate communication as needed, potentially securing their assistance in carrying out various programs or projects.
12. Performs special research assignments and creates reports for the Town Manager.
13. Manages special projects as assigned by the Town Manager.
14. Assists in preparation of warrants, including writing articles and motions, and assures accuracy and timely completion for the Annual and Special Town Meetings. Prepares and assists with town meeting

- presentations as requested.
15. Assures that the Board of Selectmen and Town Manager's files are organized, complete, in line with state public records requirements, and archived electronically for easy access and secure backup offsite. Assists with public records request procedures.
 16. Serves as primary editor of web content for the Town Manager, Board of Selectmen, town meeting, procurement, animal control, and other portions of the web sites as assigned. Ensures content distributed through town notices is appropriate, presented in a professional manner, and timely.
 17. Assures the productivity and efficiency of the Town Manager's office, including providing direction, supervision, and evaluation of administrative staff.
 18. Participates on behalf of the Town Manager in activities, coordination, and meetings relating to municipal building planning and construction; municipal public works, water and other infrastructure improvements. Oversees town facilities and manages all capital projects on buildings under care and custody of the Town Manager. Supervises facility and custodial staff and develops and administers town-wide preventive maintenance programs for town facilities. Ensures compliance with all elevator and other state inspection deadlines.
 19. Oversees leases of real property such as the Roudenbush buildings and ensures compliance with lease requirements.
 20. May be delegated by the Town Manager to serve as the Chief Procurement Officer and Purchasing Agent. Ensures that all RFPs, Bids, quotes, and contracts for goods and services entered into by the town are complete and in compliance with applicable state and local regulations.
 21. May represent the Town Manager in meetings with other towns, businesses, regional agencies, or other events where the Town needs representation.
 22. May serve as the Town Manager's representative to various committees or work groups, and acts as liaison as needed.
 23. Serves as the town's grant coordinator. Assists departments with identifying, applying for, obtaining, and complying with state, federal or private grants that support the town's goals and objectives.
 24. Oversees the town's general insurance policies, including yearly renewal process, claims, fleet and vehicle statement of values, insuring adequate coverage and service at lowest possible cost.
 25. Attends Board of Selectmen, Finance Committee, Public Works Initiative, and other committee meetings as assigned. May be assigned to act as a liaison for committees that do not have assigned staff.
 26. Assists with development and attainment of annual goals, and implementation of all Board of Selectmen directives.
 27. Coordinates annual Strategic Planning Retreat including development of website, promotional materials, and meeting packet. Assembles all reports from the event and prepares a final report to the Board of Selectmen.
 28. Oversees the Animal Control, Facilities, and Veteran's Agent departments. Sets departmental policies, supervises staff, monitors quality of service, and ensures accurate and detailed record keeping. Coordinates with neighboring communities for mutual aid when necessary.
 29. Manages the Sealer of Weights and Measures program by providing oversight of the contracted inspectors and ensuring revenues are received.

Qualifications and Requirements:

Thorough knowledge of municipal principles, practices and procedures in the Commonwealth of Massachusetts. Excellent oral and written communication skills. Knowledge of principles, practices and methods of intergovernmental relations, municipal grant administration, budgeting and finance, personnel management, economic development, public involvement and public and employee communications. Ability to interact with a broad range of individuals, coordinate activities, and resolve conflicts. Ability to interpret and apply municipal policies and procedures, town ordinances and federal and state statutes. Ability to plan, organize, supervise and inspect the work of contracted services and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving town problems and issues and in carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, town officials, state, regional and federal officials, the business community and the general public.

Education:

Masters Degree in Public Administration or related field supplemented by 3 - 5 years of progressively responsible experience in municipal administration or any equivalent combination of education and experience.

Contacts (boards & committees, vendors, general public, etc.):

Communicates with all town boards, committees, departments, staff, general public and vendors.

Supervisory Responsibility (Include Positions Supervised):

Town facilities staff, Custodial Services, Animal Control, Veterans Services, and other departments as assigned.

Responsibility for Operating Budget:

Responsible for General Insurance, Animal Control, Facilities, General Government, and Veteran's budgets.

Salary: \$84,707 - \$112,943

Location: Town Hall

Approximate Start Date: ASAP

Direct Report: Town Manager

Status:

Recruiting both within and outside the Town. If interested, please submit a resume to Human Resources, Town Hall, 55 Main Street, Westford, MA 01886. Or email to: HR@westfordma.gov
Please reference Requisition #: 16-273-TM

The Town of Westford is an equal opportunity employer committed to workforce diversity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.

Post: March 29, 2016

Remove: April 12, 2016